

**Proposed Timeline for
Town Manager FY09 Evaluation & FY10 Goal Setting**

Wednesday, July 8

- Approve timeline
- FY09 Report from Town Manager

Wednesday, July 22

- Additional discussion on FY09 Report from Town Manager, if needed
- Any timeline revisions, if needed
- Draft SB evaluation form, staff cover memo and questionnaire, and public solicitation postcard approved (will be in SB packets)
- Preliminary FY10 Goals discussion – thoughts related to the FY09 goals and how those might shape the FY10 goals

Monday, July 27

- Staff questionnaires sent via interoffice mail (approx. 270, in individually labeled envelopes.) Questionnaires due back 8/12.
- Postcards sent to Town Meeting members. Comments due by 8/12.

Monday, August 10

- Second FY10 Goals Discussion: thoughts about new goal ideas

Wednesday, August 12

- Staff Questionnaires and public comment deadline

Monday, August 17

- By this date, Chair will have copied and distributed all the staff and public feedback to Select Board members

Wednesday, August 26

- Select Board evaluation forms due to Chair by 5:00 p.m.

Monday, August 31

- Present joint evaluation document and copies of individual evaluations to the Town Manager
- Third/Final (?) Goals Discussion – Changes or revisions based on FY09 evaluation info

Early September

- Town Manager responds to evaluation; Contract discussion is held.
- Deliver FY10 Goals memo to Town Manager